



MITIGATION MONITORING AND REPORTING PROGRAM

CEQA requires that when a public agency completes an environmental document which includes measures to mitigate or avoid significant environmental effects, the public agency must adopt a reporting or monitoring plan. This requirement ensures that environmental impacts found to be significant will be mitigated. The reporting or monitoring plan must be designed to ensure compliance during project implementation (*Public Resources Code* Section 21081.6).

In compliance with *Public Resources Code* Section 21081.6, the attached *Mitigation Monitoring and Reporting Program* has been prepared for the proposed 550 North Third Street Project. This *Mitigation Monitoring and Reporting Program* is intended to provide verification that all mitigation measures identified in the Initial Study prepared for the project are monitored and reported. Monitoring will include 1) verification that each mitigation measure has been implemented; 2) recordation of the actions taken to implement each mitigation; and 3) retention of records in the project file.

This *Mitigation Monitoring and Reporting Program* delineates responsibilities for monitoring the project, but also allows the City of Burbank flexibility and discretion in determining how best to monitor implementation. Monitoring procedures will vary according to the type of mitigation measure. Adequate monitoring consists of demonstrating that monitoring procedures took place and that mitigation measures were implemented.

Reporting consists of establishing a record that a mitigation measure is being implemented, and generally involves the following steps:

- The City distributes reporting forms to the appropriate entities for verification of compliance.
- Departments/agencies with reporting responsibilities will review the Initial Study, which provides general background information on the reasons for including specified mitigation measures.
- Problems or exceptions to compliance will be addressed to the City as appropriate.
- Periodic meetings may be held during project implementation to report on compliance of mitigation measures.
- Responsible parties provide the City with verification that monitoring has been conducted and ensure, as applicable, that mitigation measures have been implemented. Monitoring compliance may be documented through existing review and approval programs such as field inspection reports and plan review.
- The City prepares a reporting form periodically during the construction phase and an annual report summarizing all project mitigation monitoring efforts.
- Appropriate mitigation measures will be included in construction documents and/or conditions of permits/approvals.

Minor changes to the *Mitigation Monitoring and Reporting Program*, if required, would be made in accordance with CEQA and would be permitted after further review and approval by the City. Such changes could include reassignment of monitoring and reporting responsibilities, plan redesign to make any appropriate improvements, and/or modification, substitution or deletion of mitigation measures subject to conditions described in *CEQA Guidelines* Section 15162. No change will be permitted unless the *Mitigation Monitoring and Reporting Program* continues to satisfy the requirements of *Public Resources Code* Section 21081.6.



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MITIGATION MONITORING AND REPORTING CHECKLIST

Mitigation Number	Mitigation Measure	Monitoring and Reporting Process	Monitoring Milestones	Party Responsible for Monitoring	VERIFICATION OF COMPLIANCE		
					Initials	Date	Remarks
AESTHETICS							
AES-1	Construction equipment staging areas shall use appropriate screening (i.e., temporary fencing with opaque material) to buffer views of construction equipment and material, when feasible. Staging locations shall be indicated on Final Development Plans and Grading Plans.	Approval of Final Development and Grading Plans; Construction Inspections	Ongoing During Construction	City of Burbank Building Division			
AIR QUALITY							
AQ-1	<p>Prior to issuance of any Grading Permit, the City Engineer and the Chief Building Official shall confirm that the Grading Plan, Building Plans, and specifications stipulate that, in compliance with SCAQMD Rule 403, excessive fugitive dust emissions shall be controlled by regular watering or other dust prevention measures, as specified in the SCAQMD's Rules and Regulations. In addition, SCAQMD Rule 402 requires implementation of dust suppression techniques to prevent fugitive dust from creating a nuisance off-site. Implementation of the following measures would reduce short-term fugitive dust impacts on nearby sensitive receptors:</p> <ul style="list-style-type: none">All active portions of the construction site shall be watered every three hours during daily construction activities and when dust is observed migrating from the project site to prevent excessive amounts of dust;Pave or apply water every three hours	Review of Project Plans; Construction Inspections	Prior to Issuance of Grading Permit; Ongoing During Construction	City of Burbank Building Division; Public Works Construction Contractor			



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	<p>during daily construction activities or apply non-toxic soil stabilizers on all unpaved access roads, parking areas, and staging areas. More frequent watering shall occur if dust is observed migrating from the site during site disturbance;</p> <ul style="list-style-type: none">Any on-site stockpiles of debris, dirt, or other dusty material shall be enclosed, covered, or watered twice daily, or non-toxic soil binders shall be applied;All grading and excavation operations shall be suspended when wind speeds exceed 25 miles per hour;Disturbed areas shall be replaced with ground cover or paved immediately after construction is completed in the affected area;Gravel bed trackout aprons (3 inches deep, 25 feet long, 12 feet wide per lane and edged by rock berm or row of stakes) shall be installed to reduce mud/dirt trackout from unpaved truck exit routes;On-site vehicle speed shall be limited to 15 miles per hour;All on-site roads shall be paved as soon as feasible, watered twice daily, or chemically stabilized;						



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	<ul style="list-style-type: none"> Visible dust beyond the property line which emanates from the project shall be prevented to the maximum extent feasible; All material transported off-site shall be either sufficiently watered or securely covered to prevent excessive amounts of dust prior to departing the job site; Reroute construction trucks away from congested streets or sensitive receptor areas; Track-out devices shall be used at all construction site access points; and All delivery truck tires shall be watered down and/or scraped down prior to departing the job site. 						
CULTURAL RESOURCES							
CUL-1	If evidence of subsurface archaeological resources is found during construction, excavation and other construction activity in that area shall cease and the construction contractor shall contact the City of Burbank Community Development Department. With direction from the Community Development Department, an archaeologist certified by the County of Los Angeles shall be retained to evaluate the discovery prior to resuming grading in the immediate vicinity of the find. If warranted, the archaeologist shall collect the resource and prepare a technical report describing the results of	During Grading Activities; Preparation of Test-Level Report, if required	During Grading Activities	City of Burbank City Engineer, or designee; City of Burbank Community Development Director, or designee			



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	the investigation. The test-level report shall evaluate the site including discussion of significance (depth, nature, condition, and extent of the resources), final mitigation recommendations, and cost estimates.						
CUL-2	If evidence of subsurface paleontological resources is found during construction, excavation and other construction activity in that area shall cease and the construction contractor shall contact the City of Burbank Community Development Director. With direction from the Community Development Director, a paleontologist certified by the County of Los Angeles shall evaluate the find prior to resuming grading in the immediate vicinity of the find. If warranted, the paleontologist shall prepare and complete a standard Paleontological Resources Mitigation Program for the salvage and curation of identified resources.	During Grading Activities; Preparation of Paleontologist Resources Mitigation Program, if required	During Grading Activities	City of Burbank City Engineer, or designee; City of Burbank Community Development Director, or designee			
GEOLOGY AND SOILS							
GEO-1	Prior to issuance of any grading permit, the project applicant shall prepare a Final Soils/Geotechnical Engineering Report for review and approval by the City's Engineer. The Final Soils Geotechnical Engineering Report shall be prepared by a registered civil engineer and demonstrate compliance with the design parameters identified in the <i>Geo/Hazard Evaluation</i> , prepared by GEOCON West Inc., dated May 20, 2014 and any additional recommendations identified by the City's Engineer (Building Official). The <i>Geo/Hazard Evaluation</i> is included in <u>Appendix B, <i>Geologic/Seismic Hazard Evaluation</i></u> , of this Initial Study and is incorporated by reference into this mitigation measure.	Review and Approval of Final Soils/ Geotechnical Engineering Report	Prior to Issuance of Grading Permit	City of Burbank Building Division; City Engineer, or designee			



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GEO-2	Prior to issuance of any grading permit, the Grading Plan shall incorporate all engineering recommendations contained within the Final Soils/Geotechnical Engineering Report for the proposed project during project site design and construction, in order to reduce any potential soil and geotechnical hazards at the project site. These recommendations shall be stipulated in the construction contracts and specifications.	Review and Approval of Grading Plan	Prior to Issuance of Grading Permit	City of Burbank Building Division; City Engineer, or designee			
HAZARDS AND HAZARDOUS MATERIALS							
HAZ-1	Prior to demolition activities, an asbestos survey shall be conducted by an Asbestos Hazard Emergency Response Act (AHERA) and California Division of Occupational Safety and Health (Cal/OSHA) certified building inspector to determine the presence or absence of asbestos containing-materials (ACMs). If ACMs are located, abatement of asbestos shall be completed prior to any activities that would disturb ACMs or create an airborne asbestos hazard. Asbestos removal shall be performed by a State certified asbestos containment contractor in accordance with the South Coast Air Quality Management District (SCAQMD) Rule 1403.	Preparation and Approval of an Asbestos Survey; Prior to Demolition of Building Materials	Prior to Demolition Activities	City of Burbank Building Division; Construction Contractor			
HAZ-2	If paint is separated from building materials (chemically or physically) during demolition of the structures, the paint waste shall be evaluated independently from the building material by a qualified Environmental Professional. If lead-based paint is found, abatement shall be completed by a qualified Lead Specialist prior to any activities that would create lead dust or fume hazard. Lead-based paint removal and disposal shall be	Ongoing During Construction; Testing for Lead-Based Paint and Appropriate Abatement, if required	Ongoing During Construction	City of Burbank Building Division; Construction Contractor			



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	performed in accordance with California Code of Regulation Title 8, Section 1532.1, which specifies exposure limits, exposure monitoring and respiratory protection, and mandates good worker practices by workers exposed to lead. Contractors performing lead-based paint removal shall provide evidence of abatement activities to the City Engineer (Building Official).						
HYDROLOGY AND WATER QUALITY							
HWQ-1	As part of the plan review process, the City of Burbank shall ensure that project plans identify a suite of storm water quality BMPs that are designed to address the most likely sources of storm water pollutants resulting from operation of the proposed project, consistent with the SUSMP. Pollutant sources to be addressed by these BMPs include, but are not necessarily limited to, parking lots, landscaped areas, trash storage locations, and storm drain inlets. The design and location of these BMPs will be subject to review and comment by the City but shall generally adhere to the standards associated with the Phase II NPDES storm water permit program. Implementation of these BMPs shall be assured by the City Engineer prior to the issuance of Grading or Building Permits.	Review of Project Plans; Identification of BMPs	Prior to Issuance of Grading or Building Permit	City of Burbank Building Division/ Public Works			
NOISE							
N-1	Prior to Grading Permit issuance, the Project Applicant shall demonstrate, to the satisfaction of the Burbank Planning and Transportation Division that the project complies with the following: <ul style="list-style-type: none"> Construction contracts specify that all 	On-going During Construction	Prior to Grading Permit Issuance; On-going During Construction	City of Burbank Planning and Transportation Division; City of Burbank Building Division; City			



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	<p>construction equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers and other state required noise attenuation devices.</p> <ul style="list-style-type: none">• A sign, legible at a distance of 50 feet shall also be posted at the project construction site. All notices and signs shall be reviewed and approved by the City of Burbank Planning and Transportation Division, prior to mailing or posting and shall indicate the dates and duration of construction activities, as well as provide a contact name and a telephone number where residents can inquire about the construction process and register complaints.• The Project Applicant shall provide, to the satisfaction of the City of Burbank Planning and Transportation Division, a qualified "Noise Disturbance Coordinator." The Disturbance Coordinator shall be responsible for responding to any local complaints about construction noise. When a complaint is received, the Disturbance Coordinator shall notify the City within 24 hours of the complaint and determine the cause of the noise complaint (e.g., starting too early, malfunctioning muffler, etc.) and shall implement reasonable measures to			Engineer, or designee			



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	<p>resolve the complaint, as deemed acceptable by the Burbank Planning and Transportation Division. All signs posted at the construction site shall include the contact name and the telephone number for the Noise Disturbance Coordinator.</p> <ul style="list-style-type: none"> Prior to issuance of any Grading or Building Permit, the Project Applicant shall demonstrate to the satisfaction of the City's Building Official that construction noise reduction methods shall be used where feasible. These reduction methods include shutting off idling equipment, installing temporary acoustic barriers around stationary construction noise sources, maximizing the distance between construction equipment staging areas and occupied residential areas, and electric air compressors and similar power tools. Construction haul routes shall be designed to avoid noise sensitive uses (e.g., residences, convalescent homes, etc.), to the extent feasible. During construction, stationary construction equipment shall be placed such that emitted noise is directed away from sensitive noise receivers. Per the <i>Burbank2035 General Plan</i> 						



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	construction shall be limited to the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and from 8:00 a.m. to 5:00 p.m. on Saturday. No construction is permitted on Sundays or major holidays.						



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